



TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS

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January 12, 2009

Mr. David Lurie
City of Austin
Health and Human Services Department
P.O. Box 1088
Austin, Texas 78767

Re: On-Site Joint Monitoring Review

Dear Mr. Lurie:

This letter will serve to confirm an on-site joint monitoring review of your Community Services Block Grant (CSBG) contract #61080000198, FY 2008 allocation. The scheduled dates of this review are February 17-20, 2008. The review will be conducted by Skip Beaird.

To facilitate the review process and lessen disruptions, please make available the following documents:

CSBG:

- Roster of CSBG staff (name, title, salary and status);
- Current agency organization chart;
- List of Board of Directors:
 - names, addresses and telephone numbers
 - tenure on the board
 - section represented by the board member
 - list of committees
- Board election/selection materials;
- Board minutes (previous six meetings) and attendance roster;
- List of neighborhood centers with names of CSBG staff;
- Personnel Policies and Bylaws;
- Travel policies and records;
- Chart of accounts;
- Accounting records (journals and ledgers) and support documentation;
- Bank reconciliation records;
- Access to CSBG client files and documentation of performance;
- Declaration of Income Statement (DIS) Policy/Procedure;
- Appeals Procedures;
- Subcontract agreements with appropriate procurement packages (if applicable);
- Procurement policy;

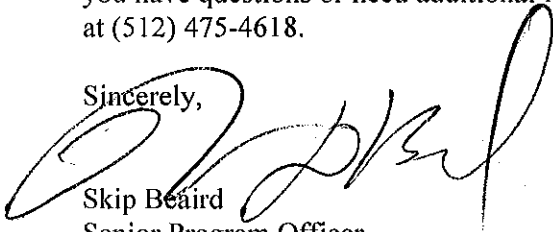
- Documentation of coordination with other local programs (including contact person and phone numbers);
- Documentation of CSBG contract inventory;
- *Copies of most recent monitoring reports and/or performance reviews of all programs administered by your organization.*
- *Copy of the most current single audit report and Management letter; and,*
- ***If Applicable***, documentation of most recent Head Start PRISM review, including results, responses, and current status.

The review process may include visits to the neighborhood center locations. Please have the client files and any documentation available to support the most recent cumulative figure of persons making the transition out of poverty reported on Part XII of the CSBG MFFPR. The review process will also require documentation verifying the unduplicated persons served as reported on Part V of the CSBG MFFPR. This process will consist of tracking the clients from the tally sheets to the monthly summaries to the figures reported on the CSBG MFFPR which is submitted to the Department. The review process may also include scheduled meetings with your Board Chairperson and/or Board members.

Enclosed is a Board of Directors Attendance Record form. We ask that you please fill this form out based on board member election/selection materials and board minutes for the previous six board meetings. Completion and availability of this form at the entrance conference will facilitate the monitoring review.

The review process will begin in your office at approximately 9:00 am on February 17, 2009. Should you have questions or need additional information regarding this visit in relation to CSBG, please call me at (512) 475-4618.

Sincerely,



Skip Beard
Senior Program Officer
Community Services Section

Enclosure

P:\nbeaird\CSBG CA CORRESPONDENCE

BOARD OF DIRECTORS ATTENDANCE RECORD

NAME OF AGENCY: _____

DATE: _____

BOARD PRESIDENT: _____

PREPARED BY: _____

Board Meeting Attendance

Board Member's Name	Date first Seated on Board	1 st or 2 nd Term	Term Expiration Date	Documentation on File (Yes or No)						
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PUBLIC OFFICIALS OR REPRESENTATIVES

REPRESENTATIVES OF PRIVATE GROUPS AND INTERESTS

REPRESENTATIVES OF THE POOR

Please fill out and provide at the Entrance Conference